



Strategic Framework Experiential Learning Fund (SF-ELF)

Travel awards for practicum placements outside Victoria

An allocation of \$20,000 in 2019/20 and \$22,000 in 2020/21 and 2021/22 is available to students in academic units requiring practicum placements (i.e., Education, Child and Youth Care, Nursing, Public Health and Social Policy, and Social Work) to increase opportunities for students to participate in practica outside Victoria and internationally. Applications are adjudicated by a panel convened by the Associate Vice-President Academic Planning. Recommended stipends include \$1,000 per domestic placement and \$3,000 per international placement. When applications for travel funding exceed available funding, financial need will be used as a criterion to adjudicate applications.

Selection criteria

- The learning opportunity offered from the practicum placement
- Relevance to the student's area of study
- Relevance to the student's career aspirations
- The student's academic grade-point average
- The level of student's financial need

Eligibility requirements

- Applicants must be a full-time undergraduate or graduate student placed in a practicum outside of Victoria
- Applicants must be registered in a credited practicum course
- Applicants must demonstrate a need for financial support by completing the financial worksheet

Application submission deadlines

Spring practicum placements (January-April)	November 15
Summer practicum placements (May-August)	March 15
Fall practicum placements (September-December)	July 15

Applicants will be notified of outcomes within one month of submission deadlines.

Application instructions

All sections and attachments must be completed and submitted by email to vpacapal@uvic.ca.

- Section 1: Applicant information**
- Section 2: Declaration**
- Section 3: Financial worksheet**
- Section 4: Statement of intent**
- Section 5: Résumé**
- Section 6: Transcript**

Applications must be compiled into a single PDF document in the order listed above. The PDF document must be named as: Firstname_Lastname_TermYear_SF-ELF.pdf. For example, Jane_Doe_Fall2019_SF-ELF.pdf.





University
of Victoria

Vice-President
Academic & Provost

Strategic Framework Experiential Learning Fund (SF-ELF)

Travel award application for practicum placements

Section 1: Applicant information

Full name: _____ Student ID: V00
First name Last name

Phone: _____ Email: _____

Title of practicum: _____

Course code: _____

Department/Major: _____

Level of study: ☐ Undergraduate ☐ Graduate

Term information for when funding is being requested

Term: ☐ Fall ☐ Spring ☐ Summer

Term start date: _____ Term end date: _____
YYYY/MM/DD YYYY/MM/DD

Number of academic terms completed by start of placement _____

Practicum information

Company/organization name (if applicable): _____

Location: _____
City/Town Province/State Country

Anticipated monthly remuneration from employer (if applicable): \$ _____
Approx. CDN value

Section 2: Declaration

I hereby confirm that I meet the eligibility requirements for application for this Strategic Framework Experiential Learning Fund. I certify that the information given in this application is true and complete.

Applicant signature

Date (YYYY/MM/DD)

Section 3: Financial worksheet

Please calculate expenses and revenues over the length of the practicum placement.

Estimated revenues/stipends		Estimated expenses	
Available funds		Travel and living costs	
Personal resources		Economy airfare	
Personal savings		Other relocation costs	
Other		Accommodation	
		Food	
Loans		Health insurance/medical costs	
Student loans		Personal necessities	
Private loans		Special clothing/equipment	
		Local transportation	
Grants and awards (confirmed)		Entertainment/recreation/travel	
		Communications (e.g. phone, internet, postage, etc.)	
Company/organization (if applicable)			
Wage or stipend		Other expenses (please specify)	
In-kind support			
Compensation from employer (e.g. travel, accommodation, etc.)			
Other funding (please specify)			
Total available funding		Total expenses	
Total available funds minus total expenses:			

Section 4: Statement of intent




Attach a statement of intent answering the following three questions:

1. Brief description of your duties and/or responsibilities.
2. Brief outline of what you expect to learn from this experience.
3. Brief answer to "What were the three main criteria influencing your decision to take this opportunity outside the Victoria region?"

The statement must be no more than one page, double spaced, size 12 font.

Section 5: Résumé

 Attach a copy of your résumé.

Section 6: Transcript

 Attach a copy of your administrative (unofficial) transcript.

All sections and attachments must be completed and submitted by email to vpacapal@uvic.ca.

Applications must be compiled into a single PDF document in the order listed below. The PDF document must be named as: Firstname_Lastname_TermYear_SF-ELF.pdf. For example, Jane_Doe_Fall2019_SF-ELF.pdf.

Section 1: Applicant Information

Section 2: Declaration (signed)

Section 3: Financial worksheet

Section 4: Statement of intent

Section 5: Résumé

Section 6: Transcript